

Job posting preview

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Bulletin Number	53619BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Medical Examiner-Coroner
Position Title	FORENSIC TECHNICIAN I
Exam Number	R4887C
Filing Type	Open Continuous
Filing Start Date	04/20/2015
Salary Type	Monthly
Salary Minimum	3241.64
Salary Maximum	4239.82
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

Position/Program Information **FILING WILL BE SUSPENDED AFTER THE FIRST 50 APPLICATIONS ARE RECEIVED, OR ON FRIDAY, APRIL 24, 2015 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST.**

Under supervision, assists the pathologist in performing autopsies; prepares bodies of deceased persons for autopsy examination and final disposition; receives, identifies and releases bodies; and does other work as required. Positions allocable to this class have responsibility to assist in performing autopsies utilizing basic knowledge of tests, procedures and equipment used in assisting the pathologist at the Department of Coroner but may be limited in performing specialized procedures and techniques. This class is characterized by the quantity and diversity of autopsies performed on decedents. This class requires incumbents to lift and move heavy equipment and decedents while preparing for and assisting in autopsies and other job-related duties.

Essential Job Functions Removes a specified decedent or specimen from crypt and places it on autopsy table.

Verifies decedent's identity from a toe or ankle tag.

Prepares decedent and/or specimens for post mortem examination by setting up necessary equipment instruments and solutions.

Opens the cranium, thoracic and abdominal cavities using tools such as scalpel and hand operated or electric powered base cutters.

Excises and dissects organs and specimens such as liver, bile and stomach using instruments such as scissors and knives.

Obtains blood samples and other body fluids for toxicological examinations. Records weights of organs and body fluids.

Prepares specimens for cultures.

Files pathologic specimens.

Performs minor laboratory work.

Prepares surgical specimens for examination.

Assumes responsibility for the proper storage of surgical pathological specimens.

Sutures and cleans bodies after autopsies; returns decedent to crypt storage area.

Assists the pathologist in examining or recovering physical evidence, records physical evidence, notifies proper personnel as requested by pathologist.

Maintains autopsy room in clean and orderly manner.

Checks for adequate ventilation and condition of equipment; maintains safety and decorum of facility.

Drives a County vehicle to locations throughout the County to transport bodies from death scenes to the Coroner's facility, as needed.

Recovers evidence or decedent's personal effects and make required entries on evidence logs and records.

Performs other related forensic technician duties as required.

Requirements

MINIMUM REQUIREMENTS:

One year's experience handling, transporting, and preparing deceased person for post-mortem examinations and subsequent release at the level of Forensic Attendant* -OR- An Associate of Science (A.S.) Degree from an accredited** college in Mortuary Science.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

* Experience gained at the level of Forensic Attendant includes transporting and preparing decedents for post-mortem examinations and for release to mortuary subsequent to examination.

** To receive credit for listed education, you must submit a copy of your official transcript (s), official certificate(s) or official diploma confirming completion of the required education with your application, or during the examination process.

Accreditation Information

****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an oral examination weighted 100%, which will assess the following competencies: basic knowledge of anatomy, physiology, and medical terminology/concepts; ability to use relevant equipment; ability to implement safety practices and procedures; ability to use applicable software programs; oral comprehension; active listening; social perceptiveness; monitoring; oral expression; problem sensitivity; critical thinking; complex problem solving; reasoning; active learning; time management; attention to detail; dependability; integrity; analytical thinking; cooperation; initiative; stress tolerance; and persistence.

Invitation letters for the oral examination will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add oarteaga@hr.lacounty.gov to email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Applicants must meet the Minimum Requirement(s) and achieve a passing score of 70% or higher on the oral examination in order to be placed on the eligible register.

Candidates will be notified by US mail of their final test results. Exam scores cannot be given over the phone.

Special Information Appointees may be required to work any shift including evenings, nights, weekends and holidays.

Prior to appointment a candidate must successfully complete a thorough background investigation, including fingerprint check, a psychological evaluation, and a physical examination.

Vacancy Information The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Medical Examiner Coroner located at 1104 North Mission Road, Los Angeles, CA 90033

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Available Shift Any

Application and Filing Information **APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job" so you can apply online and track the status of your application.

Applicants must upload a photocopy of degree or a photocopy of an official transcript as attachment showing the required courses completed and degree conferred anytime during the examination process. If you are unable to attach the required documents, you must either email to oarteaga@hr.lacounty.gov or fax to (213) 380-3681.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have **clearly** shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

SOCIAL SECURITY NUMBER

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e.000-00-0000,111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Department Contact Phone	(213) 351-2936
Department Contact Email	oarteaga@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2247
California Relay Services Phone	800-735-2922
Job Field	Health Other General Government Services/Other
Job Type	Technicians

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